

Requests by the Public to Address the Planning Committee

1. Members of the public, including the applicant (or their representative), representatives from the relevant Town or Parish Council, local interest groups and local civic societies, may address the Planning Committee during consideration of any application for planning permission
2. Each speaker will be able to speak for up to a maximum of three minutes each (subject to paragraph 5 below).
3. Speakers will be grouped together as either Objectors or Supporters.
4. Where more than one person has registered to speak in any of the above groups of speakers, there will be a 9 minute time limit for each group. Town and Parish Council Representatives will be allotted the first three minute time slot of their group. All other speakers will be heard in the order in which they registered to speak on a strictly "first come, first served" basis. When more than one speaker has registered in each group, speakers are encouraged to appoint a spokesperson. If no spokesperson is nominated speakers will be heard in the order in which they have registered until the 9 minute period has elapsed. No more than three speakers (including town/parish representatives) may register to speak in each group.
5. Each group will be given the opportunity to speak for an equal period of time, to ensure a fair hearing. For example, if there is only one supporter and 3 objectors, the supporter will be given the opportunity to speak for 9 minutes.
6. An application to speak must be received in writing or by electronic mail by Democratic Services by midday on the last working day before the Committee meeting. Applications to speak at Committee will only be accepted by persons who have made written representations on an application as part of the consultation process or the applicant. Persons who have registered to speak may appoint someone to speak on their behalf provided that written authority from the person who has registered to speak is given to Democratic Services before the Committee meeting commences.
7. When there is a linked or duplicate application each speaker can only speak on one application site, regardless of the number of applications for that site. For example, in the case of linked applications for planning permission and listed building consent on the same property, speakers may only speak once.
8. When planning applications are referred to Council by the Head of Development Control and Major Developments only members of the public who spoke on the application at the Planning Committee are permitted to speak. The normal Council public speaking rules apply, as set out in the Council procedure rules.

9. When planning applications are referred to Council by Councillors the normal Council public speaking rules apply, as set out in the Council procedure rules.

Procedure

10. On the last working day before the Committee meeting when the deadline to register has passed Democratic Services will confirm with speakers how long they have to speak. As both sides must be given the opportunity to speak for the same time period, any requests to speak received after midday on the last working day before the Committee meeting will not be accepted.
11. Members of the public who have registered to speak must sign a declaration on conduct at Committee; members of the public who do not sign the declaration will not be permitted to speak at Committee.
12. Before the application report is considered in detail, the Committee may agree that the application be deferred for a site visit, or to obtain further information. In that case, there will be no public participation on the application until it is reconsidered at a future meeting. Persons who have registered to speak on applications that are deferred to future meetings of the Planning Committee are not required to register again.
13. The Planning Officer will present the application to the Committee and inform Members of any late representations or updates.
14. Ward Members and any Members of the Committee with a prejudicial interest will then be entitled to speak on the application. After making their presentation Ward Members may, at the request of the Chairman, answer questions and sum up their view at the end of the debate they then must return to the public gallery. Members of the Committee with a prejudicial interest must leave the room for the debate and vote.
15. The persons who have registered to speak will then be introduced by the Chairman in order of Objectors and Supporters, with the applicant always speaking last. Once a speaker has made their statement there will be no further right to address the meeting and at this point speaker must return to the public gallery.
16. The Planning Officer will then clarify any planning points made by speakers relevant to the application.
17. The Committee will debate the application and make a decision on the application.
18. Members of the public may not show plans, photographs or circulate written material.

19. The Chairman of the meeting may:
 - (a) vary the order of representation if he/she considered that it is convenient and conducive to the despatch of the business and will not cause prejudice to the parties concerned, or
 - (b) remove any person from the meeting if they behave in a disorderly manner.